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COMOMAGNOTE 1301

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COMOMAG NOTICE 1301

Subj: PRIMARY AND COLLATERAL DUTY ASSIGNMENTS

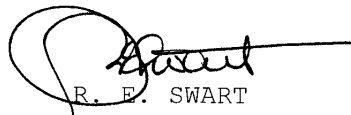
Ref: (a) U.S. Navy Regulations, 1990
(b) OPNAVINST 3120.32 (series)

Encl: (1) Primary Duty Assignments
(2) Collateral Duty Assignments
(3) Board/Committee Assignments
(4) Primary and Board/Committee Duties Assigned by
COMINEWARCOM

1. Purpose. To promulgate assignment of Primary and Collateral Duties, and Board/Committee Membership of Commander, Mobile Mine Assembly Group Staff personnel per references (a) and (b).

2. Action. Personnel listed in enclosures (1) through (4) will familiarize themselves with current directives pertaining to their assignments.

3. Cancellation. This notice will be canceled when superseded by a notice of the same subject.



R. E. SWART

Distribution: (COMOMAGINST 5216.1S)

List I

PRIMARY DUTY ASSIGNMENTS

| <u>RANK/NAME</u> | <u>PRIMARY DUTY</u> | <u>CODE</u> |
|-------------------------|--|--------------------|
| CDR R. E. SWART | COMMANDER | 00 |
| LCDR N. G. JIMENEZ | CHIEF STAFF OFFICER | 01 |
| CWO4 F. M. BUYO | ADMINISTRATIVE OFFICER | N1 |
| LCDR J. C. WASHINGTON | OPERATIONS OFFICER | N3 |
| MR. E. J. SIMMONS | SERVICE MINES PROGRAM OFFICER | 31 |
| MR. W. A. HELGERSON | EXERCISE AND TRAINING MINES PROGRAM OFFICER | 32 |
| CWO4 T. J. PEASE | ORDNANCE SAFETY AND READINESS EVALUATION OFFICER | 33 |
| MNC R. D. JOHNSON | EXERCISE AND TRAINING MINE LOGISTICS | 322 |
| MNC T. M. VAIL | SERVICE MINES READINESS | N31 |
| MNC J. S. LAUFFENBURGER | EXERCISE AND TRAINING MINE LOGISTICS (ADMINISTRATIVE) | N322 |
| LT K. Y. ARTHURS | SUPPLY OFFICER | N4 |
| AKC J. L. EARLYWINE | SUPPLY DEPARTMENT SUPERVISOR | N41 |
| MRS. O. MARTINEZ | BUDGET ANALYST | N42 |
| LCDR S. D. OLIVER | PLANS/READINESS/REQUIREMENTS | N52 |
| LT R. P. WEISS | MINE REQUIREMENTS OFFICER | N51 |
| MR. D. B. STANLEY | PLSNS/REQUIREMENTS/SLMM | N5 |
| GS11 J. BURTON | TRAINING/RESERVE AFFAIRS | 01T |
| GS12 A. D. HANNA | AUTOMATED INFORMATION SYSTEMS | N6 |
| ITC M. P. ULSERY | COMMUNICATIONS | N61 |
| MNC R. D. JOHNSON | SENIOR ENLISTED ADVISOR | 113 |

Encl (1)

COLLATERAL DUTY ASSIGNMENTS

| <u>COLLATERAL DUTY/REFERENCE</u> | <u>NAME/ALTERNATE</u> | <u>PRD</u> |
|--|------------------------------|-------------------|
| AUXILIARY SECURITY FORCE COORDINATOR (NASCORPCINST 5530.2 (series)) | MNC JOHNSON | 0301 |
| BUILDING ENERGY MONITOR (NASCORPCINST 4100.2 (series)) | SK1 HILL | 0203 |
| BUILDING MANAGER | LT ARTHURS | 0309 |
| BUILDING MAINTENANCE COORDINATOR | AKC(AW) EARLYWINE | 0211 |
| | * SK1 HILL | 0203 |
| CASUALTY ASSISTANCE CALLS OFFICER (MILPERSMAN/NMPCINST 1770.1/ COMOMAGINST 1770.1 (series)) | LCDR OLIVER | 0211 |
| | CWO4 BUYO | 0304 |
| COMMAND CAREER COUNSELOR (RETENTION TEAM MANUAL) | IT1 ULSHAFFER | 0209 |
| COMMAND FITNESS LEADER (OPNAVINST 6110.1 (series)/ COMOMAGINST 6110.4 (series)) | LT ARTHURS | 0309 |
| | * YN2(AW) PRATT | 0512 |
| | SK2 WALLACH | 0412 |
| COMMAND MANAGED EQUAL OPPORTUNITY OFFICER (OPNAVINST 5354.1 (series)) | LCDR WASHINGTON | 0205 |
| COMMAND SPONSOR COORDINATOR (COMOMAGINST 1750.1 (series)) | IT1 ULSHAFFER | 0209 |
| COMMISSARY ADVISOR | SK2 WALLACH | 0412 |
| | * MNSN BYRD | 0307 |
| DEPENDENT CARE PROGRAM/EXCEPTIONAL FAMILY MEMBER COORDINATOR (OPNAVINST 1740.4 (series)/OPNAVINST 1754.2 (series)) | LCDR JIMENEZ | 0307 |
| DISASTER PREPAREDNESS COORDINATOR (NASCORPCINST 3440.5 (series)/OPLAN DPP/ COMOMAGINST 3141.1 (series)) | CWO4 BUYO | 0304 |
| | * MN1(SW/AW) BUTLER | 0208 |
| | * YN2(AW) PRATT | 0512 |
| DRUG AND ALCOHOL PROGRAM ADVISOR (OPNAVINST 5350.4 (series)/COMOMAG/MOMAGINST 5350.1 (series)) | MNC(SW) JOHNSON | 0301 |

* DENOTES ALTERNATE

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| <u>COLLATERAL DUTY/REFERENCE</u> | <u>NAME/ALTERNATE</u> | <u>PRD</u> |
|---|-----------------------|------------|
| EDUCATION SERVICES OFFICER | YN2 (SW) REYES | 0401 |
| FINANCIAL MANAGEMENT ADVISOR | MNC LAUFFENBURGER | 0401 |
| | * IT1 HAMMER | 0207 |
| FIRE WARDEN (COMOMAG/MOMAGINST 3100.1 (series)) | AKC (SW) EARLYWINE | 0211 |
| FRAUD, WASTE, AND ABUSE COORDINATOR (SECNAVINST 5430.92 (series)) | LT ARTHURS | 0309 |
| HAZARDOUS WASTE PROGRAM COORDINATOR (COMOMAGINST 5090.1 (series)) | SK2 BYRNE | 0502 |
| KEY CONTROL OFFICER (OPNAVINST 5530.14 (series)) | ITC USERY | 0306 |
| LEGAL OFFICER (COMOMAG/MOMAGINST 5811.1 (series)) | CWO4 BUYO | 0304 |
| MEDICAL/DENTAL LIAISON REPRESENTATIVE | MN1 STARR | 0302 |
| MILITARY CASH AWARDS PROGRAM COORDINATOR (OPNAVINST 1650.8 (series)) | LT ARTHURS | 0309 |
| MORALE, WELFARE, AND RECREATION FUNDS CUSTODIAN (COMOMAGINST 1710.1 (series)) | MN2 (SW) CANTU | 0205 |
| | * YN2 (AW) PRATT | 0512 |
| NAVY FAMILY ADVOCACY REPRESENTATIVE (SECNAVINST 1752.3 (series)) | LCDR JIMENEZ | 0307 |
| NWP CUSTODIAN (SECNAVINST 5510.3 (series)/NWP 0) | IT1 ULSHAFFER | 0209 |
| PASS LIAISON REPRESENTATIVES | YN2 (SW) REYES | 0401 |
| | * YN3 (SW) PINTO | 0209 |
| PHYSICAL SECURITY OFFICER (OPNAVINST 5530.14 (series)/ COMOMAGINST 5530.2 (series)) | LCDR WASHINGTON | 0206 |
| | * SK1 HILL | 0205 |
| POSTAL OFFICER OPNAVINST 5112.6 (series)/ COMOMAGINST 5112.1 (series) | CWO4 BUYO | 0304 |

* DENOTES ALTERNATE

| <u>COLLATERAL DUTY/REFERENCE</u> | <u>NAME/ALTERNATE</u> | <u>PRD</u> |
|---|-----------------------------------|--------------|
| PRIVACY ACT COORDINATOR (SECNAVINST 5211.5 (series)) | CWO4 BUYO | 0304 |
| PUBLIC AFFAIRS OFFICER (SECNAVINST 5430.97) | LT WEISS | 0305 |
| REPORT OF SURVEY APPOINTING OFFICIAL (OPNAVINST 5530.14 (series)/ COMOMAGINST 5530.2 (Series)) | LCDR JIMENEZ | 0307 |
| SAFETY OFFICER (COMOMAG/MOMAGINST 5100.1 (series)) | CWO4 PEASE | 0206 |
| SECURITY CLERK/CLASSIFIED MATERIAL CONTROL CLERK (SECNAVINST 5510.36 (series)/ COMOMAGINST 5510.1 (series)) | IT1 HAMMER * IT3 ROBERTSON | 0207 0208 |
| SECURITY MANAGER (SECNAVINST 5510.1 (series)/ COMOMAGINST 5510.1 (series)) | CWO4 BUYO * IT1 HAMMER | 0304 0207 |
| SENIOR WATCH OFFICER/WATCHBILL COORDINATOR (COMOMAGINST 1601.1 (series)) | LCDR OLIVER * MNC VAIL | 0211 0211 |
| STU-III USER REPRESENTATIVE (COMOMAGINST 2280.1 (series)/CMS 4L/CMS 6) | IT1 ULSHAFFER | 0209 |
| TOP SECRET CONTROL OFFICER (SECNAVINST 5510.30 (series)/ COMOMAGINST 5510.1 (series)) | LCDR OLIVER * IT1 HAMMER | 0211 0207 |
| TRAVEL CARD PROGRAM COORDINATOR (COMOMAG/MOMAGINST 5230.1 (series)) | AKC(AW) EARLYWINE | 0211 |
| URINALYSIS COORDINATOR (OPNAVINST 5350.4 (series)) | MN1(SW/AW) BUTLER * IT1 HAMMER | 0208 0207 |
| VICTIM AND WITNESS ASSISTANCE PROGRAM (VWAP) | SK2 RAMOS * SK2 WALLACH | 0211 0412 |
| VOLUNTEER COORDINATOR | LCDR OLIVER * OS2 EASLER | 0211 0210 |

* DENOTES ALTERNATE

BOARD/COMMITTEE ASSIGNMENTS

| <u>BOARD/COMMITTEE</u> | <u>NAME</u> |
|---|---|
| AUDIT BOARD (COMOMAGINST 4060.1 (series)/ NAVSO P-3520) | LCDR WASHINGTON * LT ARTHURS |
| BEQ ADVISORY BOARD MEMBER | SK2 BYRNE |
| BOQ ADVISORY BOARD MEMBER | CWO4 PEASE |
| COMMAND AWARDS BOARD (COMOMAGINST 1600.1 (series)) | LCDR JIMENEZ ALL DEPARTMENT HEADS MNC JOHNSON |
| WARDROOM TREASURER | CWO4 BUYO * LT WEISS |
| PERSONAL EFFECTS INVENTORY BOARD (NAVSUP P-490/COMOMAGINST 4050.1 (series)) | OFFICER: TWO APPOINTED OFFICERS ENLISTED: DIVISION OFFICER DIVISION PETTY OFFICER |
| PHYSICAL SECURITY REVIEW COMMITTEE/ LOSS PREVENTION SUBCOMMITTEE (OPNAVINST 5530.14 (series)/COMOMAG/ MOMAGINST 5530.2 (series)) | LCDR JIMENEZ DEPARTMENT HEADS |
| PROFESSIONAL DEVELOPMENT BOARD | CMC/SEA DEPARTMENT LCPO IT1 ULSHAFFER ADMIN DEPT YEOMAN |

* DENOTES ALTERNATE

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BOARD/COMMITTEE

NAME

RETENTION TEAM

CDR SWART
LCDR JIMENEZ
CMC/SEA
IT1 ULSHAFFER
DEPT HEADS
ALL CPO'S

STAFF SOQ/SOY BOARD
(COMOMAGINST 1600.1 (series))

CMC/SEA
ALL CPO'S

MOMAU SOY BOARD

CMC/SEA
ALL CPO'S

MORALE, WELFARE AND RECREATION
COMMITTEE (COMOMAGINST 1710.1 (series))

IT1 HAMMER (CHAIRMAN)
SEA (ADVISOR)
MN2 CANTU (TREASURER)
SK2 WALLACH
YN2 PRATT
MN2 CAMPION
MN3 GIBB

PRIMARY AND BOARD/COMMITTEE DUTIES ASSIGNED BY COMINWARCOM**PRIMARY**

ACOS FOR MINING (N9)

NAME

COMMANDER

BOARD/COMMITTEE

AWARDS BOARD

(Convening date: when required)

NAME

COMMANDER

ENLISTED PERFORMANCE REVIEW

BOARD FOR E7-E9

(Convening date: when required)

COMMANDER

MINE WARFARE INFORMATION

SYSTEMS EXECUTIVE BOARD

(Convening date: when required)

COMMANDER

COMOMAG AIS OFFICER

PHYSICAL SECURITY REVIEW COMMITTEE

(Convening date: when required)

COMMANDER

* LT ARTHURS

FORCE SEA/SHORE SAILOR OF THE YEAR

(Convening date: NLT the last
Tuesday of February)

COMOMAG REPRESENTATIVE

Encl (4)